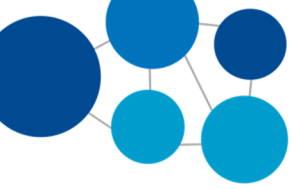


FUTURE FIT PROGRAMME BOARD

REPORT COVER SHEET

Meeting Date:	7th February 2017
Report Title:	Independent Review of Future Fit Programme Appraisal Processes – Terms of Reference
Presented by:	Joint Senior Responsible Officers (JSROs)
Report for	Approval
Purpose of Report:	The purpose of this report is to seek approval from the Programme Board for the proposed Terms of Reference for the procurement of the independent provider to undertake the external assurance review of the programme's options appraisal
Summary	<p>At the Joint Committee meeting in December, the SROs proposed that given the concerns raised, the Programme should consider commissioning an external independent review of the appraisal process employed in September 2016.</p> <p>This review is a critical path dependent milestone in any revised timeline for the programme to conclude its decision making.</p> <p>A proposed terms of reference for the review is attached for approval.</p>
Recommendation:	The Programme Board are asked to approve the proposed Terms of Reference.



Independent Review Terms of Reference

February 2017

1 AIM

The Joint Senior Responsible Officers of NHS Future Fit seeks independent external assurance in relation to the robustness of the financial and non-financial processes used to appraise the programme's shortlist of options.

2 OBJECTIVES

The appointed independent body shall via a desktop review of programme and related documents, and discussions with the Future Fit Programme Team:

- a) Review the methodology for the shortlisting process
- b) Review the design of the financial and non-financial evaluation was appropriate for discriminating between the short-listed options for acute services reconfiguration;
- c) Review whether the actual methodology deployed in the financial and non-financial evaluation was appropriate both in design and enactment;

3 KEY EVIDENCE SOURCES

The independent body shall have regard to relevant national guidance including (but not limited to):

- HM Treasury's Green Book and the 2013 Supplementary Guidance on Delivering Public Value from Spending Proposals;
- The Department of Health's Capital Investment Manual;
- HM Government's Impact Assessment Toolkit; and
- NHS England's guidance of Planning and delivering service changes for patients (2013) and Planning, assuring and delivering service change for patients (2015).

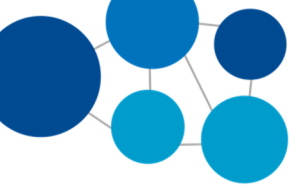
Local documentation to be consulted shall include:

- The Programme Board's approved approach to appraisal;
- All Evidence supplied against the non-financial appraisal criteria
- Non-financial scoring and weighting data;
- Financial appraisal data from Shrewsbury and Telford Hospitals NHS Trust and any existing external assurance the Trust can provide in relation to that data (including the independent audit performed by Deloitte's);
- Appraisal outcome report;
- Health Gateway Review and West Midlands Senate Reports in relation to the programme;
- Integrated Impact Assessment;
- All documents concerning the appraisal process submitted by Telford and Wrekin Council along with any formal responses to those documents made by the Programme Board and/or its sponsors.

In addition, it is expected that the supplier shall engage directly with the Programme Director and those members of the Programme Team involved in the design and implementation of the appraisal process (including CSU Strategy Unit, Provex Consulting).

4 QUALIFYING REQUIREMENTS

In order to provide the assurance required, it is essential that potential suppliers can assert and evidence where possible that they have:



- a) Extensive experience in undertaking option appraisal exercises within an NHS environment;
- b) Capacity to complete the review by the 6th April 2017;

No pecuniary or other interest in the findings of the review, specifically that it has not, and does not expect to be, contracted for any related purpose by an organisation that is a sponsor or stakeholder member of the Programme Board or that has declared a position in relation to outcome of the appraisal process.

5 OTHER MATTERS

In determining appropriateness or otherwise in 2(a) we are asking for an overall opinion as to whether the process was in line with other evaluations of this nature. Shortcomings in the process should only be identified where in the opinion and experience of the supplier, they were material and substantial in terms of the outcome of that process.